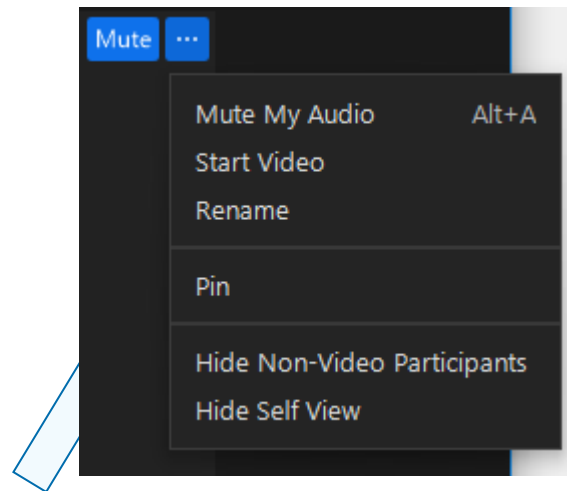# Advanced TIDE Functionality

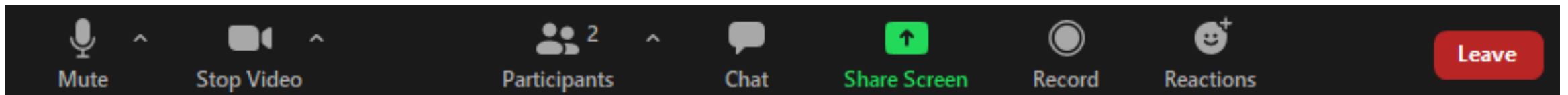DTC Learning Session

January 15, 2025

Welcome!

Please rename yourself to include the number of years you've been a DTC, your first and last name, your district, and your pronouns (if you wish).

Example:
1,Andy Byerley (he/him) ODE

Share in the Chat:
Do you have a goal for the New Year?

Regional ESD Partners

Assessment Support:

Amy Rockwell, Regions 1 & 2

Shannon Lyon, Region 3

Data Collections/Accountability:

Karen Brown Smith

Peter Campbell

Joe Doherty

Assessment Team

Dan Farley, Assistant Superintendent, RADAR

Andrea Lockard, Director of Assessment & Student Reporting

Andy Byerley, Math

Audrey Lingley, Student Educational Equity Development Survey

Ben Wolcott, English Language Proficiency

Carla Martinez, Administrative Support

Crys Plattner, Administrative Support

Mariela Salas Bao, Science

Mason Rivers, Special Education

Sody Fearn, K-2 Balanced Assessment

Tony Bertrand, English Language Arts and Social Sciences

Today's Topics

- Adding and Editing User Accounts

- Blocking Tests

- Managing Student Accessibility Features

- Updating Temp IDs to SSIDs

- Creating Rosters

- Monitoring Test Progress
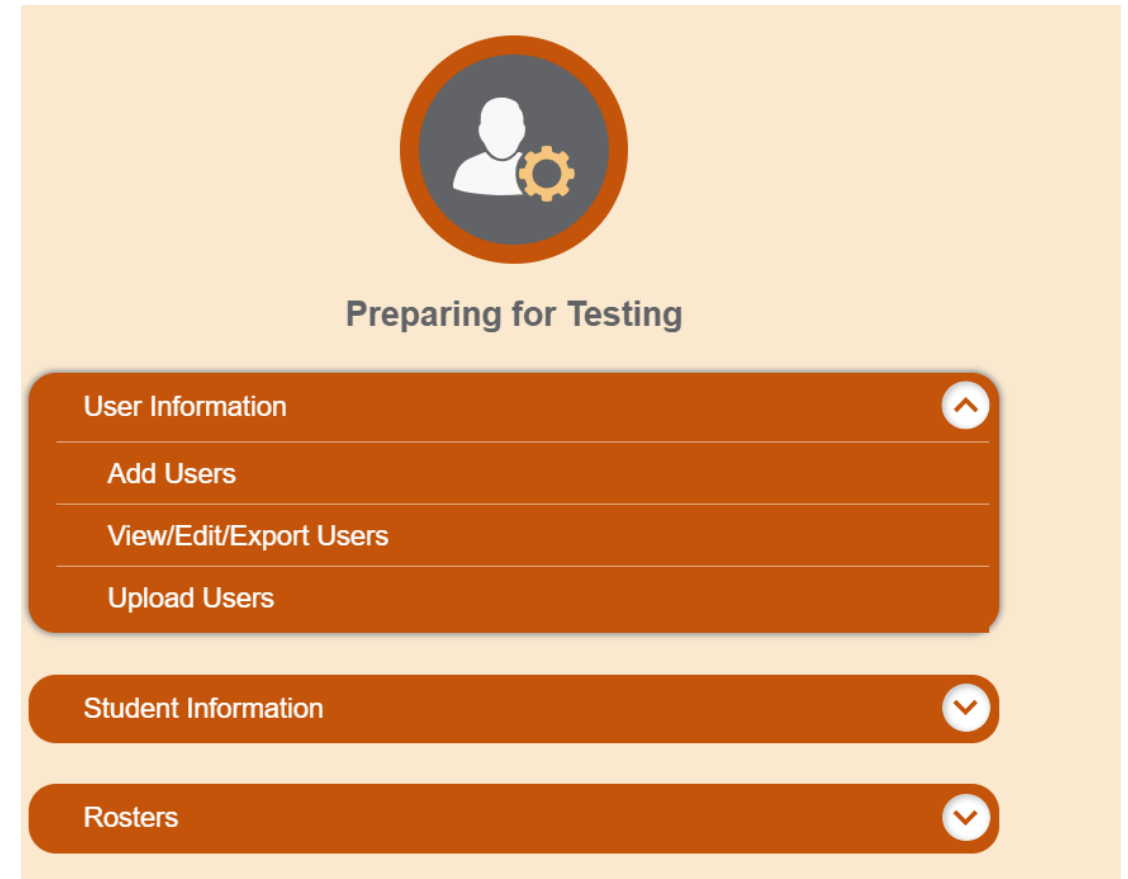
Preparing for Testing

SYSTEM 🔒

Test Information Distribution Engine (TIDE)

Manage users and student information, and monitor test progress.

Preparing for Testing (1/4)

User Information

- Add new users to TIDE one at a time
- Edit/delete accounts for existing users
  - Add test groups annually
  - We recommend annually reviewing the list of staff who have access to the portal
- Upload Users allows you to use add new users, delete users, and edit accounts for existing users using a spreadsheet

Preparing for Testing

User Information
- Add Users
- View/Edit/Export Users
- Upload Users

Student Information

Rosters

Student Information

Blocking Tests

- The two most common uses for this feature: students who opt out and students taking extended assessments

- Prohibits a students from accessing a test

- Check the box for any subject(s) the student should not be accessing

Test Access

Parent Opt-Out: None selected

Parent Request for Exemption: None selected

Remote Tester: ◯ Yes ◯ No
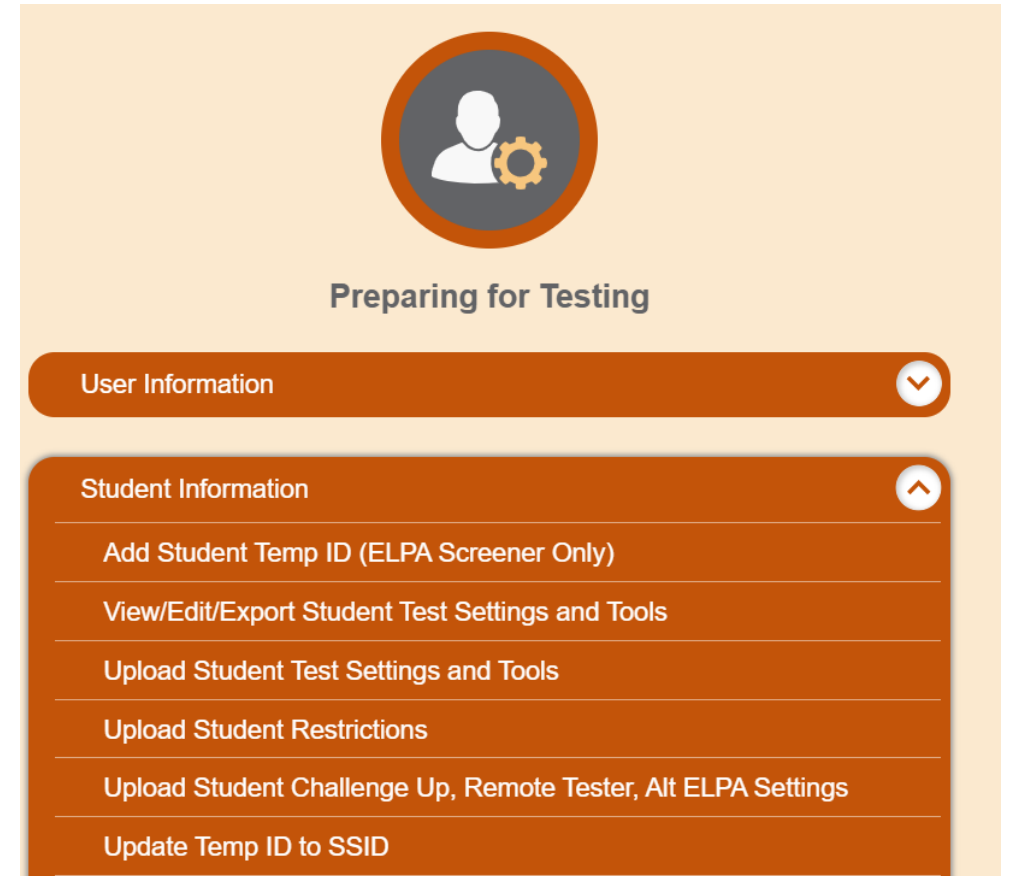
Parental Consent for A/V Monitoring: - Select -

Blocked Subjects (Student Restrictions): None selected

Preparing for Testing (3/4)

Student Information

View/Edit/Student Test Settings and Tools

- Turn on embedded accessibility features in TIDE.

- Unfamiliar with a support? Use the to see a brief description of that support.

- Set the "one or more" accommodation flag for any student who receives at least one accommodation

Preparing for Testing

User Information

Student Information

Add Student Temp ID (ELPA Screener Only)

View/Edit/Export Student Test Settings and Tools

Upload Student Test Settings and Tools

Upload Student Restrictions

Upload Student Challenge Up, Remote Tester, Alt ELPA Settings

Update Temp ID to SSID

Preparing for Testing (4/4)

Student Information

Upload Student Test Settings and Tools

- Multiple students can be uploaded at once using Upload Student Test Settings and tools

- When downloading the template, choose the Excel version rather than CSV

- Once you fill out the spreadsheet, click on Choose File to upload the data into TIDE

Upload Student Test Settings and Tools

ⓘ Use this page to upload a file of students' test settings and tools you want to add or modify. more info ⌄

① Upload
Find a file

② Preview
Preview upload

③ Validate
Fix errors

④ Receive Confirmation
All done

Step 1: Upload File

Drag & drop a file to upload

Choose File

Template
The format of your data is important. Use a template to get started.

Download Template

History
View a history of uploads to this page.

History

Next

Oregon Accessibility Manual: Top 3 List (#1)

1. Some embedded supports have a **variety of settings**, not just simply on/off. Be sure appropriate options are set in TIDE. Examples are:

- Color Choices
- Mouse Pointer
- Print on request
- Print size
- Translations (dual language)
- Translations (glossaries)
- Text to speech
- Braille
- Word Prediction

Oregon Accessibility Manual: Top 3 List (#2-3)

2. Review the Change Log during training as it lists all changes from last year to this year.

3. Section 1.3, "Documenting Accessibility Supports", is new this year. Pay special attention to it.

Change Log

The in-text change log from previous versions of this manual has been replaced with the change log below.

Date	Description	Page(s)
08/01/2024	System options were added to applicable embedded supports throughout section 5.0 Accessibility Supports in Alphabetical Order	17-49
08/01/2024	Guidance was added to section 1.0 Introduction to clarify application of the OAM to the SEED Survey.	4
08/01/2024	Section 1.3 Documenting Accessibility Supports was added to provide additional guidance to users.	8
08/01/2024	The Read aloud in Spanish support has been renamed Human read aloud (Spanish) to further differentiate it from the Text-to-speech support.	29-30
08/01/2024	The Read aloud support has been renamed Human read aloud to further differentiate it from the Text-to-speech support.	29
	English dictionary (non-embedded) is now classified as a **designated**	

Accessibility Support Training in Portland Public Schools

Planning and Training

- Regular meetings with district Special Education department, topics include:
    - Training plan for Qualified Assessors
    - Aligning Synergy fields with OAM language
    - Annual changes to the OAM to highlight to SpEd teachers for updating of IEPs
- Regular meetings with district ESL department, topics include:
    - Domain exemption process
    - Use of designated supports for EL students
    - ELPA Screener training updates
- Interdepartmental collaboration with SpEd and ESL departments for Alt ELPA planning

Accessibility Support Training in Portland Public Schools 2

Responsibilities with Accessibility Supports and Training

- **DTC/DLU team:**
  - DTC provides annual training to STCs
  - Verify IEPs and enter domain exemptions collected via a Google form
  - Block accounts in TIDE for students participating in the OR Ext
  - Order Braille and Large Print versions of assessments for qualifying students

- **STCs:**
  - Provide annual training to TAs
  - Verify student supports are entered in TIDE prior to students testing
  - Implement structure for tracking student supports

- **TAs:**
  - Enter and verify supports for their students in TIDE
  - Provide non-embedded supports to students

Accessibility Support Training in Hermiston SD

- **October:** SpEd staff (case managers and teachers) are trained on accessibility supports and OAM updates so they can write IEPs with the appropriate accommodations

- **Year-round:** Read-aloud and Scribe training is provided as needed for TAs and assistants who are providing this support throughout the year. SpEd teachers are encouraged to reach out as soon as this support is added to IEPs

- **As needed:** Trainings provided to STCs, building leadership, district reps, SpEd staff around new and/or updated policies from ODE (ex. Alt ELPA, ELPA domain exemptions etc.)

Accessibility Support Training in Hermiston SD 2

Responsibilities with Accessibility Supports and Training

- **DTC:**
    - Create Spreadsheet for TAs to enter accessibility supports – populate with Semester 2 rosters
    - Provides annual training to STCs & TAs
    - Verify IEPs and enter domain exemptions
    - Upload Supports into TIDE based on teacher selection - verifying with STCs & TAs in cases where there are potential errors, misuses, or misunderstandings
    - Block accounts in TIDE for students participating in the ORExt

- **STCs:**
    - Support TAs in selecting appropriate Accessibility Supports when completing the spreadsheet
    - Serve as district reps at IEP meetings to support SpEd teachers in selecting appropriate accommodations

- **TAs:**
    - Enter supports for their students into the district spreadsheet
    - Verify supports are correct before approving kids to test
    - Provide non-embedded supports to students

Accessibility Support Training in Hermiston SD 3

After Testing (1/5)

Update Temp ID to SSID

- Please update all temp IDs to SSIDs

- Updating temp IDs to SSIDs allows the ELPA screener report to follow the student

- This process should be completed by the end of June each year

- This process should be completed using the template in TIDE

	A	B
1	Temp ID	SSID
2	ORT-1235	13556680
3		
4		
5		

After Testing (2/5)

Monitoring Test Progress

Plan and Manage Testing

- Use this option to drill down exactly which tests you want to see the status of

Participation Search by SSID

- Use this option to look up participation for specific students using their SSID

After Testing (3/5)

Monitoring Test Progress

Participation Search by SSID

- Use this report to look at all participation data for a small number of students.
- This report can be used to look up the Results ID.

After Testing (4/5)

Monitoring Test Progress

Test Completion Rates

- Use this report to receive a spreadsheet showing the percentage of students who have completed each grade + subject

- Choose "By Grade" in the Additional Options dropdown list to separate grades 11 and 12
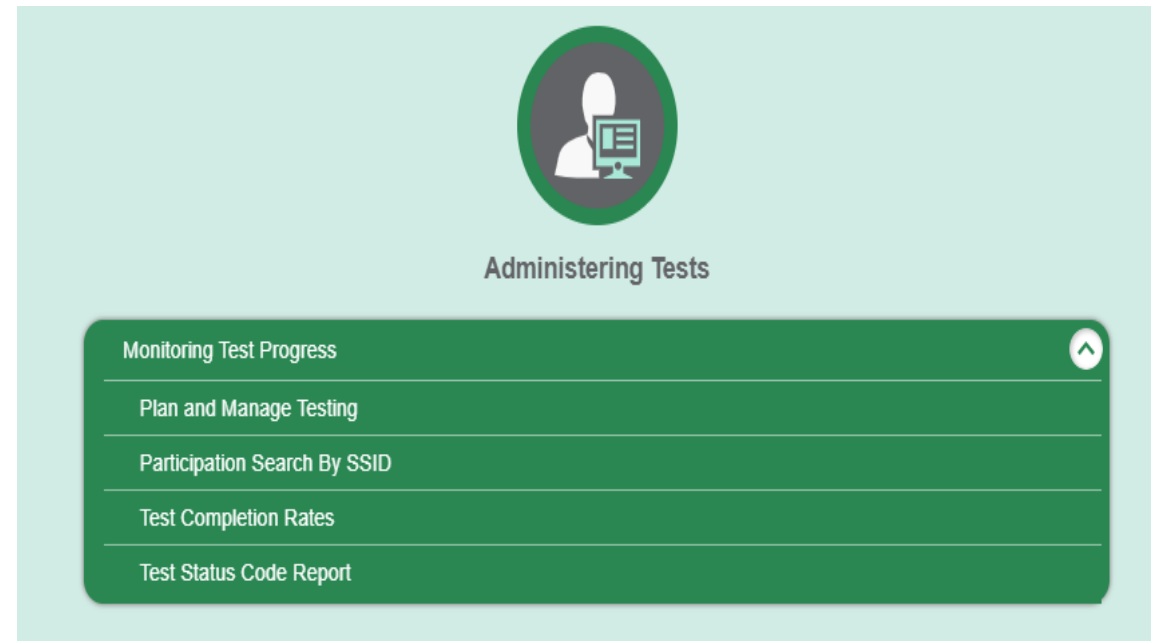
After Testing (5/5)

Monitoring Test Progress

Test Status Code Report

- This report displays all students and their associated opportunities

- There is no cap on the number of schools included in the report

- Only available to DTCs and DLUs

Administering Tests

Monitoring Test Progress
Plan and Manage Testing
Participation Search By SSID
Test Completion Rates
Test Status Code Report

Thank You!